

Healthy Meetings Toolkit



ARIZONA DEPARTMENT OF HEALTH SERVICES

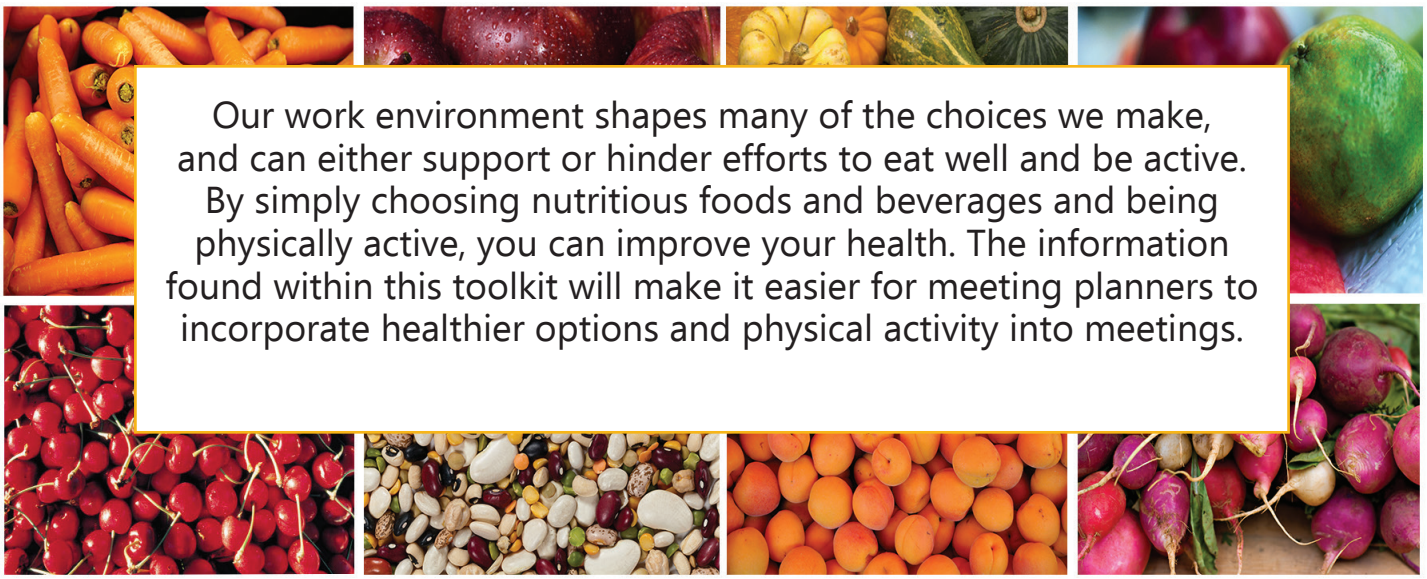
Healthy Arizona WORKSITES
A PUBLIC HEALTH INITIATIVE

Healthy Meetings Guidance



The Arizona Department of Health Services has adopted a healthy meetings policy and this toolkit serves as a guide for workforce members to use for hosting internal and external meetings and ADHS sponsored events. ADHS workforce members are encouraged to use the guidelines any time they are in the workplace.

Overview of Guidelines



Our work environment shapes many of the choices we make, and can either support or hinder efforts to eat well and be active. By simply choosing nutritious foods and beverages and being physically active, you can improve your health. The information found within this toolkit will make it easier for meeting planners to incorporate healthier options and physical activity into meetings.

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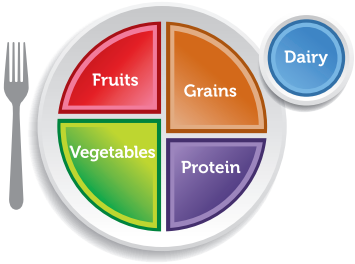

Offer Healthy Food Options and Watch Portion Sizes

There are many healthy and tasty food options available. Make sure at least one fruit and one vegetable is offered at employee meetings. They are convenient, packed with vitamins, minerals, and fiber and are typically low in calories. However, it is important to watch portion sizes, which may be misleading on food labels, so read labels carefully.

2



Keep Food Safe

It is important to keep food and drinks as safe as possible. When preparing food, wash your hands and prep surfaces often. Separate raw, cooked, and ready-to-eat foods. Cook and chill to a safe temperature, and serve foods safely.

3



Choose Beverages Wisely

Provide hydrating beverages at meetings that either have no or minimal amounts of added sugar. Sugar-sweetened beverages are the main contributor of added sugar in the American diet. Water is the best choice and should be offered at all times at employee meetings.

4



Practice Smart Snacking

In America, we are surrounded by high-fat, high-sodium, calorie-dense snack foods on a daily basis. To promote optimal health, it is important to offer healthy selections like fruits and vegetables, baked pita chips with hummus, or low-fat yogurt and cheeses at meetings. Also, instead of offering unhealthy options in the vending machines, ask the vendor to stock healthier selections such as low-sodium pretzels, whole grain cereal bars, nuts, or trail mix.

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Get Moving by Being Active

During meetings, incorporate physical activity. Get up and move periodically, go for a quick walk, or do some stretching exercises. Just remember to have fun and be safe!

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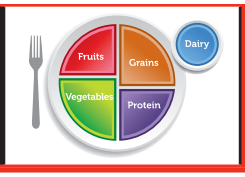

Offer Healthy Food Options and Watch Portion Sizes

When it is your role to order or purchase food for a meeting, use the following tips and selections as a guide to make the healthy choice the easy choice!

Healthy Eating - Breakfast

- Include healthy proteins like eggs, low-fat dairy products, or plain Greek yogurt with fresh fruit and nuts as a topping instead of processed meats such as bacon and sausage.
- Incorporate as many low-calorie vegetables as you can.
- Add fiber with fruit, whole or sliced, rather than fruit juices.
- Choose whole grain bread products and baked goods. Avoid the oversized bagels and muffins or pastries with high sugar content.



Suggestions Include the Following

- Eggs - Hard-boiled, scrambled, or egg dishes such as frittata with vegetables
- Fruit platter, fruit salad, or whole fruit
- Breakfast burritos with eggs, beans, salsa, and vegetables
- Whole grain baked goods, such as bread, muffins, and bagels
- Bread toppings such as nut butters, low-fat whipped cream cheese, or vegetable slices
- Plain low-fat yogurt topped with fresh fruit or nuts
- Oatmeal with fruit, nuts, or cinnamon on the side

CHOOSE	INSTEAD OF
Fresh fruits	Sweetened canned fruits and juices
Small bagels (3" or less)	Regular or large bagels
Small low-fat mini muffins (2.5" or less)	Regular or large muffins
Low-fat granola bars	High-fat muffins, donuts, or pastries
Low-fat margarine, whipped cream cheese, low-sugar jellies	Butter, regular cream cheese, and jellies
Unsweetened cereals	Sweetened cereals
Whole grain bread products	Refined white bread products
Lean turkey bacon or vegetarian sausage	Full-fat bacon or sausage

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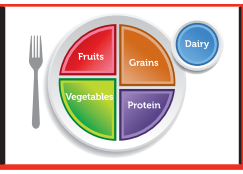


Offer Healthy Food Options and Watch Portion Sizes

Healthy Eating -Lunch



- Include **healthy proteins** such as roasted turkey, baked or grilled chicken, fish, tofu, or beans and legumes.
- Choose **low-calorie** and **fiber-filled** vegetables in salads, sandwiches, wraps, and sides.
- Select **whole grain** sandwich breads, tortillas, flatbreads, and pastas.
- Offer l**ow-fat** options for sides, avoiding such items as chips or cookies.

Suggestions Include the Following

- Sandwiches with whole grain bread and healthy proteins, such as turkey and grilled chicken. Include vegetables such as sliced tomatoes, cucumbers, leafy greens or other vegetables, as well as condiments such as mustard, hummus, or avocado on the side. Consider sandwich halves to reduce portion sizes.
- Entree salads should start with colorful greens and sliced vegetables, and add proteins such as tuna, grilled chicken, hard-boiled eggs, or beans. Other healthy toppings such as avocados and nuts are encouraged, while limiting toppings like cheese and bacon bits. Choose vinaigrette dressings over creamy ones, and serve them on the side.
- Broth-based soups instead of creamy soups.
- Slice or whole fruit, or a platter with fruit and small baked goods for dessert.

CHOOSE	INSTEAD OF
Lean meets, poultry, fish, tofu	High-fat and fried meats, bacon, poultry with skin, cold cuts, oil-packed fish
Salads with dressing on the side	Salads with added dressing
Low-fat or fat-free salad dressings	Regular salad dressing
Pasta salad with low-fat dressing	Pasta salad with mayonnaise or cream dressing
Baked potatoes with low-fat or vegetable toppings	Baked potatoes with butter, sour cream, and bacon bits
Roasted, sautéed, or grilled vegetables with herbs	Cooked vegetables in cream sauces or butter
Whole grain bread products	White bread, white rolls, or croissants
Fresh fruit, low-fat ice cream, low-fat or frozen yogurt	Ice cream, cheesecake, pies, cream puffs. or large slices of cake
Raw vegetables or fruits	Chips or cookies
Vegetable plate with hummus	Bread basket with butter

1 Offer Healthy Food Options and Watch Portion Sizes

Portion size vs. Serving Size

Portion size
- The amount of food you choose to eat at one time
- Amount can be larger or smaller than the recommended intake

Serving size
- The amount of food listed on the Nutrition Facts label of the product

Suggestions for Managing Portion Sizes and Approximating the Correct Serving

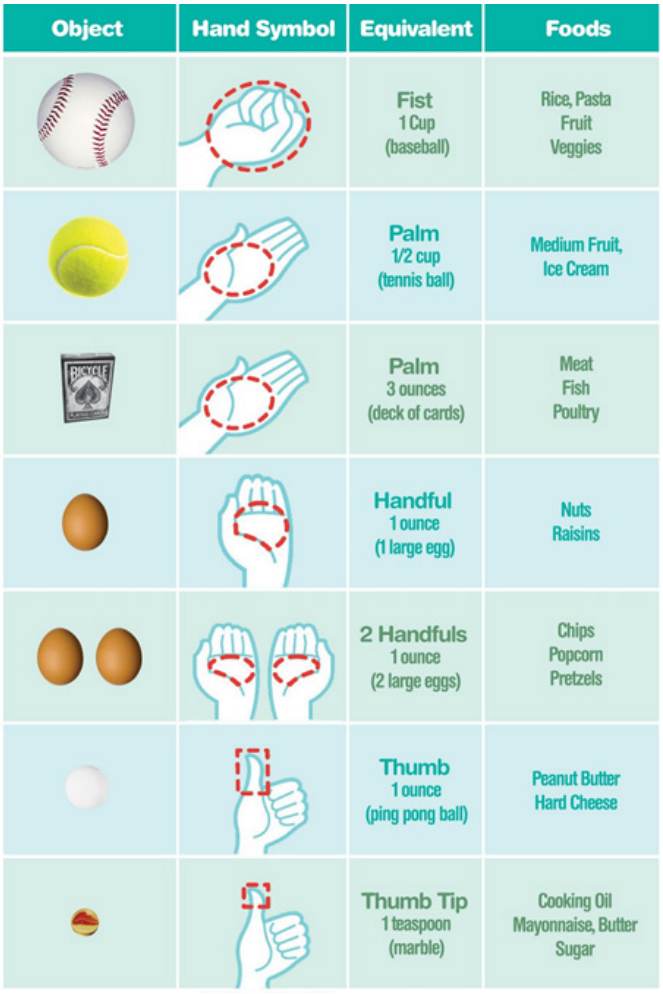
Uncertain what a portion size should be
- Use hand symbols or objects to approximate the correct portion size

Learn to read food labels
- Pay attention to the number of servings within the package
- Note the calorie and fat content per serving

Repackage supersized bags into smaller portions
- Larger bags may encourage overeating

Use smaller plates
- Reinforces the importance of eating smaller portions

Slow down your eating and skip seconds
- Give yourself time to digest and determine whether you are still hungry



Keep Food Safe

Food Safety

Foodborne illness is a preventable and underreported public health problem. It presents a major challenge to both general and at-risk populations. Each year, millions of illnesses in the United States can be attributed to contaminated foods. Use the following tips to make sure you protect yourself and others:

Before the Event



- Rinse all fresh fruits and vegetables before use. Consider using a food scrub brush if needed.
- Clean all countertops that the food may come into contact with during preparation.
- Check to make sure there will be enough space to store the food in the refrigerator, freezer, or oven.

During the Event

- Store hot food in the oven or cold food in the refrigerator until it is ready to be used.
- The most important consideration for food safety is temperature. Hot food should be kept above 140°F, and cold foods should be below 40°F. Anything else is considered the "danger zone" in which pathogens thrive. Use chafing dishes to keep the food warm and serve cold dishes over pans of ice.
- Continue to check that food maintains the right temperatures until past the time it is served using a food thermometer.
- If food is not held to the temperature given above, it should not be left out for more than two hours.

Additional Tips

- When serving food, put out small amounts and keep the rest of the food safe in the oven or refrigerator as long as possible.
- Once the trays or dishes are almost empty, put out fresh trays instead of refilling the original one.
- If outside, keep the food covered to prevent pest/insect infestation.
- Throw out any food that has been sitting out for more than two hours.

3  Choose Beverages Wisely

Beverage Standards

Water
- Best choice for hydration
- No added calories or sugar
- Health benefits including energizing the muscles and body, nourishing the skin, helping with kidney and colon function, etc.

Juice
- Should be 100% fruit of vegetable juice
- About eight fluid ounces of 100% fruit or vegetable juice is equivalent to one cup of fruits or vegetables
- Easy way to incorporate more fruits and vegetables into the diet
- Juice intake should be limited and should never take the place of consuming fruits and vegetables as whole foods. Juice can easily be overconsumed (>8 ounces per day) and can add empty calories to the diet.
- Consume in moderation

Milk and Dairy Alternatives
- Select options that are low-fat or fat-free
- Low-fat and fat-free milk and dairy alternative either contain or are fortified with several vital nutrients including calcium, potassium, vitamin D, vitamin A and protein

Artificial Sweeteners
- Include: aspartame, acesulfame-K, saccharin, surcalose, neotame
- Found in diet sodas and calorie-free beverages
- Research on the healthfulness is inconclusive
- Consumption may encourage a preference for sweet drinks or foods
- May help with the transition from sugar beverages, but should be limited and consumed in moderation.

Added Sugars
- Sugar, syrups, and other caloric sweeteners added to beverages that are not naturally occurring
- Include: high-fructose corn syrup, dextrose, sucrose, honey, maltose, lactose, agave, and brown sugar
- Consume in limited amounts, if at all

3  Choose Beverages Wisely

Beverage Suggestions and Recipe Ideas

- Tap water
- Flavored water with fresh fruit (recipes provided below)
- Bottled spring or sparkling water
- 100% fruit or vegetable juices with no added sweeteners (Naked fruit juice, V8 vegetable and fruit juices)
- Low-fat or fat-free milk
- Unsweetened dairy alternatives (soy milk, rice milk, or almond milk)
- Coffee, regular and decaffeinated
- Iced tea or hot tea (unsweetened regular and herbal teas)
- Coffee/tea creamers of fat-free milk, low-fat milk, or fat-free half and half
- Homemade soda (recipe provided below)

Soda Recipe	Flavored Water Recipes		
Create a healthy soda by using these ingredients:	**Strawberry Water**	**Cucumber Lemon Water**	**Minted Citrus Water**
1 quart Sparking Water 11.5-ounce frozen can of 100% fruit concentrate	1 quart water 2 strawberries slices	1 quart water 1/4 cucumber - sliced 1 Lemon - sliced	1 quart water 3 large mint leaves - chopped 3 slices of lime
To Prepare: Combine ingredients in a large pitcher and serve.	To Prepare: Combine ingredients in a large pitcher. Cover and chill in the refrigerator for one hour. Serve chilled over ice or at room temperature.		

4



Practice Smart Snaking

Snack Food Standards

- **Total Fat:** 35% or less of calories from fat
- **Saturated Fat:** 10% or less of calories from saturated fat
- **Trans Fat:** No trans fat and no partially hydrogenated oil listed in the ingredients list
- **Sugar:** 35% or less sugar by weight
- **Calories:** 250 calories maximum per single-serving food item



Suggestions for Healthier Snacks

- Whole fresh fruit
- Fresh fruit - cut up and offered with low-fat yogurt dip
- Raw vegetables - cut up and offered with fat-free or low-fat plain yogurt, hummus, or salsa
- Small whole grain bagels with nut butter and low-sugar jelly
- Small whole grain bagels with low-fat cream cheese, sliced tomatoes, and chopped basil
- Pretzels (with little or no added salt) offered with hummus or peanut butter
- Baked tortilla/pita chips offered with salsa or hummus
- Popcorn - lower fat (five grams of fat or less per serving)
- Whole grain crackers (five grams of fat or less per serving)
- Trail mix with nuts and dried fruit that are low in added salt and sugar
- Low-fat granola bars
- Non-fat or low-fat yogurt topped with fresh fruit and/or granola

CHOOSE	INSTEAD OF
Cut-up fresh fruit and/or vegetables	Chips or cookies
Whole grain crackers (five grams fat or less/serving)	Regular crackers
Low-fat popcorn (five grams fat or less/serving	Regular buttered popcorn
Baked or low-fat chips, pretzels	Regular chips
Small slices of cake (2" square)*	Large slices of cake
*Limit to once a month	

4 Practice Smart Snaking



Choose This, Not That Snack Options in the Morning and Afternoon

CHOOSE THIS:	NOT THAT:
For Morning Snacks	**For Morning Snacks**
Fresh fruit - basket of fresh fruit (apples, oranges, bananas, pears) or cut fruit served with low-fat yogurt dip	Canned sweetened fruit
Non-fat or low-fat yogurt	Regular yogurt
Hummus and whole grain pita or crackers	Pastries, large muffins, large bagels, croissants, donuts, sweet rolls
Bruschetta topped with olive oil, herbs, and tomatoes	
For Afternoon Snacks	**For Afternoon Snacks**
Fresh vegetables - carrots, celery, cucumbers and cherry tomatoes served with low-fat dressing	Chips (not baked) and regular dips
Dried fruit	Canned sweetened fruits
Small bags of pretzels (unsalted preferred) or small bags of popcorn (air popped preferred), low-fat granola bars, 100 calorie bags of cookies, small bags of trail mix or nuts, whole grain crackers, baked chips	Large cookies, brownies, large slices of cake, regular potato or corn chips
Frozen fruit bars (100% real fruit) or low-fat frozen dairy products (individual servings)	Ice cream sandwiches, ice cream

Ask Your Vendor About Including Some of These:

- **Baked chips**
- **Reduced-fat cookies and crackers**
- **Reduced-fat chips**
- **Fig bars**
- **Pretzels**
- **Canned fruit (lite or packed in own juice)**
- **Animal crackers**
- **Popcorn (light or low-fat five grams fat or less/serving**
- **Graham crackers**
- **Granola/cereal bars**

Tips for Stocking Healthy Vending Machines

For Refrigerated Units

- 100% fruit or vegetable juices
- Yogurt (flavored, low-fat, non-fat or fat-free)
- Milk (fat-free or 1%)
- Reduced-fat cottage cheese or pudding
- Fresh fruit
- Baby carrots or other prepackaged vegetables
- Salads with low-fat/non-fat dressing choices
- Bottled water



Get Moving by Being Active

Incorporate Activity Breaks Into Your Meetings

It's important to include physical activity breaks during meetings, especially those lasting longer than one hour. Including physical activity in meetings not only helps staff stay attentive and involved, but can also demonstrate how easy it is to be more active on a regular basis.

During These Activity Breaks

- Use icebreakers that encourage people to move around
- Include stretching exercises and low-impact cardiovascular activities



March in Place



Neck Stretch



Chest Stretch



Hip Circle



Side Stretch



Chair Twist

Example of Three-Minute Workouts

- March in place for one minute
- Hold arms out in front of you, pull back (10x)
- Raise arms to shoulder height, bend at the elbow, push straight up, come down to shoulder height again (10x)
- With arms behind you, bend only at the elbow, then pull forward (10x)
- Place arms at the side of your body, bend only at the elbow and curl up (10x)
- To strengthen thighs and buttocks: squat down with back straight (10x)
- To strengthen lower back: standing straight, bend down and touch the middle of your shins (10x)

5  Get Moving by Being Active

Activity Breaks

Include activity breaks in meetings to help participants have more energy and a better attention span. Activity breaks also help everyone sit less and work some fitness into their day. Below are several types of activity breaks for different types of meetings and events.

Length of Meeting/Event	Standing Breaks	Stretch Breaks	Breathing/Relaxation Breaks	Movement Breaks	Walking Breaks
50-60 Mins	✓		✓		
2-4 Hours	✓	✓	✓	✓	
All Day	✓	✓	✓	✓	✓

Standing Breaks

At least once an hour, participants should be given a break to stand up to improve blood circulation, boost metabolism, and relieve physical discomfort from sitting for prolonged periods of time.

Energize participants by having them stand up, march in place, raise arms overhead for 30-60 seconds to improve blood circulation, attention and focus.

Standing Breaks

- Stretch breaks help participants wake up their bodies and minds.
- Encourage people to stand up and stretch in place. Select three to four different stretches from these provided.

Walking Breaks



- When breaking into small teams of two to three for brainstorming or networking, offer the option of walk 'n talk meetings.
- Plan adequate time for breaks into the agenda and encourage participants to take a 10-15 minute walk.
- When there is time for a longer lunch break, encourage participants to go for a 15-30 minute walk after lunch. Identify a leader that has a pre-determined route.

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